

Guidelines for Course Substitutions

In awarding a degree or certificate, J. Sargeant Reynolds Community College (Reynolds) is recognizing the satisfactory completion of a set of courses it deems representative of the academic standards it upholds. All students admitted to the college are regarded as “otherwise qualified” to participate in any academic program with or without reasonable accommodations. Therefore, students with disabilities are not excused from degree requirements.

The college recognizes the need to accommodate students with documented disabilities without compromising the integrity of any student’s course of study. The college also recognizes that a disability may preclude a student from demonstrating required competencies or from completing course requirements necessary for associate degrees or certificate programs.

In certain limited instances where a student has a disability that is so profound that it precludes their ability to meet a course requirement, the student may request a course substitution. Course substitutions will only be granted in cases where failure to meet the graduation requirement(s) does not constitute a fundamental alteration in the nature of the college program or when the academic requirement(s) is not essential to the program of study or to meet licensing or certification requirements. Consideration of a course substitution is done on a case-by-case basis.

Students with disabilities who wish to request a course substitution will need to:

- Identify as a person with a disability and submit appropriate documentation verifying a disability that substantially limits the skills required for the successful completion of the required course. Refer to the college’s Office of Student Accommodations (OSA) Documentation Guidelines and Reynolds Policy No. [1-15](#), Eligibility of Students with Disabilities to Receive Accommodations.
- Request the OSA counselor compile documentation supporting the reason why the student needs the substitution in a written request for course substitution. Items to include are: documentation of the disability and how it prevents completion of the course required, student's academic history and career goals, transcripts, student's strengths, and possible substitution recommendations.
- Be a current curricular student at Reynolds. This will allow a determination to be made as to whether or not the requested course substitution represents a fundamental alteration in the chosen field of study.
- Have successfully completed at least 12 credit hours of college level course work.
- Complete JSRCC Form No. [11-0029](#), Class Waiver and Substitution.

- Sign a release form (give written permission) allowing the OSA counselor at Reynolds to share relevant disability-related information with the appropriate school dean, program head, and appropriate faculty members as part of the decision-making process.

VCCS Policy 5.6.5.0.1, Substitution of requirements for students with documented disabilities, covered by the Americans with Disabilities Act of 1990 (ADA) and § 504 of the Rehabilitation Act of 1973, as amended

Otherwise qualified students with documented disabilities who are, by reason of their disability, unable to complete a requirement of the program pursued by the student, with or without reasonable accommodations, may request an approved course substitution. ^[1]Substitution(s) will generally not be granted for any course that is deemed essential to the program of instruction being pursued by such student, or to any directly related licensing requirement. If requirements are waived, students must successfully complete other courses to compensate for the credit hours.